

## DEPARTMENT OF CORRECTIONS

Staff Development / Training Bureau  
Resource Training Schedule

MARCH	COURSE TITLE	SITE LOCATION	Sponsor	COST
2	Exploring Emotional Intelligence <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Kalispell, Montana	PDC	\$118
2-5	Fiber Optics for Intelligent Transportation System <a href="mailto:hands-on@lightbrigade.com">hands-on@lightbrigade.com</a>	Seattle, Washington	LB	\$1,565
3	Microsoft Excel: Excel Basics <a href="http://www.pryor.com">www.pryor.com</a>	Billings, Montana	FPS	\$79
4	Microsoft Excel: Beyond the Basics <a href="http://www.pryor.com">www.pryor.com</a>	Billings, Montana	FPS	\$99
4	All Kidding Aside: Prevention Harassment <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
5	How To Handle Conflict & Confrontation <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Billings, Montana	NST	\$199
8	Mental Preparation for Combat <a href="http://flathead.mt.gov/sheriff/blulletproof_mind.php">flathead.mt.gov/sheriff/blulletproof_mind.php</a>	Kalispell, Montana		\$59
9	Investigating Personnel Issues <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$118
9-10	Pre-Retirement Planning <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$118
9-12	Upcoming Fiber Optics 1-2-3 <a href="mailto:hands-on@lightbrigade.com">hands-on@lightbrigade.com</a>	Seattle, Washington	LB	\$1,595
11	Records & Information Management <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$70
12	State Ethics Law <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$80
12-13	Group Crisis Intervention <a href="mailto:lisahunterm@aol.com">lisahunterm@aol.com</a>	Kalispell, Montana		\$100
15-19	Fiber Optics Advanced Hands-On <a href="mailto:hands-on@lightbrigade.com">hands-on@lightbrigade.com</a>	Seattle, Washington	LB	\$1,650
16, 17, 25, 30, April 6,				
14 & 15	Essentials of Management 2 <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$490
18	Effective Disciplinary Action <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Billings, Montana	PDC	\$118
19	State Ethics Law <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Billings, Montana	PDC	\$80
21-24	2010 National Correctional Industries Training Conference - New Solutions in Correctional Industries <a href="http://www.nationalcia.org">www.nationalcia.org</a>	Cincinnati, Ohio	NCIA	\$350
22, 23 & 24	Facilitating Groups <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$210
22-25	Less Lethal Training Program <a href="mailto:training@armorholdings.com">training@armorholdings.com</a>	Blackfoot, Idaho	SafariLand Training Group	\$895
24	A Delicate Balance: Privacy & The Right to Know <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$150
25	Dealing with Difficult People <a href="http://www.pryor.com">www.pryor.com</a>	Billings, Montana	FPS	\$149
29	Management Skills for First Time Supervisors <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Helena, Montana	NST	\$179
29	How to Supervise People <a href="http://www.pryor.com">www.pryor.com</a>	Kalispell, Montana	FPS	\$99
29-31	Fiber Characterization (Fiber Optics) <a href="mailto:hands-on@lightbrigade.com">hands-on@lightbrigade.com</a>	Seattle, Washington	LB	\$1,500
30	How to Supervise People <a href="http://www.pryor.com">www.pryor.com</a>	Missoula, Montana	FPS	\$99
30	Communicating With Tact & Skill for Managers & Supervisors <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Helena, Montana	NST	\$179
30-31	Contemporary Writing Skills <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$118
30-31	Fundamentals of Fiber Optics <a href="mailto:hands-on@lightbrigade.com">hands-on@lightbrigade.com</a>	Seattle, Washington	LB	\$1,200
31	How to Supervise People <a href="http://www.pryor.com">www.pryor.com</a>	Helena, Montana	FPS	\$99
31	Management Skills for First Time Supervisors <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Missoula, Montana	NST	\$179
30-April 2	Safety First MT <a href="http://www.safetyfestmt.com">www.safetyfestmt.com</a>	Helena, Montana	Work Safety	Free

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APRIL	COURSE TITLE	SITE LOCATION	Sponsor	COST
1	Communicating with Tact & Skill for Managers & Supervisors <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Missoula, Montana	NST	\$129
1	Building Communication Skills: Effective Communication Skills <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
1	Building Communication Skills: On Becoming Assertive <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
1	How to Supervise People <a href="http://www.pryor.com">www.pryor.com</a>	Bozeman, Montana	FPS	\$99
2	How to Supervise People <a href="http://www.pryor.com">www.pryor.com</a>	Great Falls, Montana	FPS	\$99
6	Developing Your Emotional Intelligence <a href="http://www.nationaltrainingseminars.com">www.nationaltrainingseminars.com</a>	Missoula, Montana	NST	\$149.00
7	Developing Your Emotional Intelligence <a href="http://www.nationaltrainingseminars.com">www.nationaltrainingseminars.com</a>	Helena, Montana	NST	\$149
7, 8, 13, 14, 21 & 22	Basics of Management <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$430
8	Developing Your Emotional Intelligence <a href="http://www.nationaltrainingseminars.com">www.nationaltrainingseminars.com</a>	Bozeman, Montana	NST	\$149
8	Building Communication Skills: Working With Difficult Colleagues <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$118
9	Essential Skills for the First Time Manager or Supervisor <a href="http://www.pryor.com">www.pryor.com</a>	Billings, Montana	FPS	\$179
9	Developing Your Emotional Intelligence <a href="http://www.nationaltrainingseminars.com">www.nationaltrainingseminars.com</a>	Billings, Montana	NST	\$149
12	Mistake Free Grammar & Proofreading <a href="http://www.pryor.com">www.pryor.com</a>	Kalispell, Montana	FPS	\$149
13	Mistake Free Grammar & Proofreading <a href="http://www.pryor.com">www.pryor.com</a>	Missoula, Montana	FPS	\$149
13	Building Communication Skills: Male/Female Communications <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
13	Building Communication Skills: Win/Win Communications <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
14	Mistake Free Grammar & Proofreading <a href="http://www.pryor.com">www.pryor.com</a>	Great Falls, Montana	FPS	\$149
15	Mistake Free Grammar & Proofreading <a href="http://www.pryor.com">www.pryor.com</a>	Helena, Montana	FPS	\$149
15	The Conference for Adobe Creative Suite Users <a href="http://www.skillpath.com">www.skillpath.com</a>	Helena, Montana	SPS	\$179
15, 20, 27, May 5, 11 & 12	Principles of Upper Management <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$430
16	Mistake Free Grammar & Proofreading <a href="http://www.pryor.com">www.pryor.com</a>	Bozeman, Montana	FPS	\$149
20	Building Communication Skills: Coping With The Angry Public <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$90
22	Basic Purchasing Methods & Issues <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Helena, Montana	PDC	\$35
22-24	Death Investigations <a href="http://www.w-z.com">www.w-z.com</a>	Bozeman, Montana	WZAI	\$495
26	Advanced Training for Microsoft Excel <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Missoula, Montana	NST	\$134
27	Advanced Training for Microsoft Excel <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>	Helena, Montana	NST	\$134
27	Robert's Rules of Order <a href="http://www.pdc.mt.gov">www.pdc.mt.gov</a>	Missoula, Montana	PDC	\$90

27	Introduction to Myers-Briggs Type Indicator www.pdc.mt.gov	Helena, Montana	PDC	\$105
28	Advanced Training for Microsoft Excel www.nationalseminarstraining.com	Bozeman, Montana	NST	\$134
28	Myers-Briggs Type Indicator & Communication www.pdc.mt.gov	Helena, Montana	PDC	\$97
28	Myers-Briggs & Conflict Resolution www.pdc.mt.gov	Helena, Montana	PDC	\$97
28	Meeting-Ful Minutes www.pdc.mt.gov	Missoula, Montana	PDC	\$90
28, 29, May 5, 6, 11 & 12	Basics of Management www.pdc.mt.gov	Billings, Montana	PDC	\$430
29	Advanced Purchasing Methods & Issues www.pdc.mt.gov	Helena, Montana	PDC	\$35
29	Advanced Training for Microsoft Excel www.nationalseminarstraining.com	Billings, Montana	NST	\$134
30	Payroll Law 2010 www.pryor.com	Billings, Montana	FPS	\$199
30	Documenting Disciplinary Action www.pdc.mt.gov	Billings, Montana	PDC	\$90

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MAY	COURSE TITLE	SITE LOCATION	SPONSOR	COST
4	Beginner Powerpoint 2007 Presentations www.pdc.mt.gov	Helena, Montana	PDC	\$118
4	Montana's Wrongful Discharge Act www.pdc.mt.gov	Helena, Montana	PDC	\$90
4	Supervising Performance Improvement www.pdc.mt.gov	Billings, Montana	PDC	\$118
4-6	Fiber Optics for Utilities hands-on@lightbrigade.com	Portland, Oregon	LB	\$1,595
5	Electronic Etiquette: E-mail & Voicemail www.pdc.mt.gov	Helena, Montana	PDC	\$90
6	Initiating & Navigating the RFP Process www.pdc.mt.gov	Helena, Montana	PDC	\$35
7	A Community Corrections Response to Domestic Violence nrittel@co.missoula.mt.us	Missoula, Montana	MBCC	Free
10	The Bullet Proof Mind: Mental Preparation for Combat	Helena, Montana	Lt Col. Dave Grossman	\$99
11	Payroll Law 2010 www.nationalseminarstraining.com	Missoula, Montana	NST	\$199
12	Payroll Law 2010 www.nationalseminarstraining.com	Helena, Montana	NST	\$199
13	Payroll Law 2010 www.nationalseminarstraining.com	Bozeman, Montana	NST	\$199
13, 19, 26, 27, June 3, 8, 16 & 17	Essentials of Management www.pdc.mt.gov	Helena, Montana	PDC	\$560
14	Records Retention & Destruction www.pryor.com	Billings, Montana	FPS	\$199
14	Payroll Law 2010 www.nationalseminarstraining.com	Billings, Montana	NST	\$199
17-21	Fiber Optics Advanced Hands-On hands- on@lightbrigade.com	Seattle, Washington	LB	\$1,650
18	Meeting-Ful Minutes www.pdc.mt.gov	Helena, Montana	PDC	\$90
18 & 19	Pre-Retirement Planning www.pdc.mt.gov	Miles City, Montana	PDC	\$118
19	Powerful Communication Skills for Women www.nationalseminarstraining.com	Helena, Montana	NST	\$139
20	Retirement: Benefits Overview www.pdc.mt.gov	Billings, Montana	PDC	\$99
21	How to Supervise People www.pryor.com	Billings, Montana	FPS	\$99
24	Creative Leadership for Managers, Supervisors, & Team Leaders www.pryor.com	Bozeman, Montana	FPS	\$179
25	Advanced Powerpoint 2007 Presentations www.pdc.mt.gov	Helena, Montana	PDC	\$118
25	Creative Leadership for Managers, Supervisors, & Team Leaders www.pryor.com	Helena, Montana	FPS	\$179
26	Creative Leadership for Managers, Supervisors, & Team Leaders www.pryor.com	Missoula, Montana	FPS	\$179
26	Finance & Accounting for Non-Financial People www.pryor.com	Billings, Montana	FPS	\$149

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JUNE	COURSE TITLE	SITE LOCATION	SPONSOR	COST
2-4	Fiber Optics: Fiber Characterization hands-on@lightbrigade.com	Seattle, Washington	LB	\$1,500
3	High Risk Transport Training info@blacktigertacticalsystem.com	Spokane, Washington	Black Tiger Tactical System	\$200
8-11	Fiber Optics FTTx for Installers & Planners hands-on@lightbrigade.com	Seattle, Washington	LB	\$1,595
10	Microsoft Excel 2007 - Excel Basics www.pryor.com	Billings, Montana	FPS	\$79
11	Microsoft Excel 2007 - Beyond the Basics www.pryor.com	Billings, Montana	FPS	\$99
15-18	Upcoming Fiber Optics 1-2-3 hands-on@lightbrigad.com	Seattle, Washington	LB	\$1,595
22	Dealing with Difficult People www.pryor.com	Bozeman, Montana	FPS	\$149
23	Dealing with Difficult People www.pryor.com	Helena, Montana	FPS	\$149
24	Dealing with Difficult People www.pryor.com	Missoula, Montana	FPS	\$149
28-July 1	Upcoming Fiber Optics 1-2-3 hands-on@lightbrigad.com	Portland, Oregon	LB	\$1,595
30	Human Resources for Anyone with Newly Asssigned HR Responsibilities www.pryor.com	Billings, Montana	FPS	\$149

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JULY	COURSE TITLE	SITE LOCATION	Sponsor	Cost
7-8	Fundamentals of Fiber Optics hands-on@lightbrigade.com	Portland, Oregon	LB	\$1,200
27-30	Upcoming Fiber Optics 1-2-3 hands-on@lightbrigade.com	Boise, Idaho	LB	\$1,595
28	Managing Multiple Priorities, Projects, & Deadlines www.pryor.com	Billings, Montana	FPS	\$149